HRPA

Employee Training History Report

The Training History Report provides agencies with an alternative to gathering the classes an employee has attended or has failed to attend.

This report provides agencies with the business event (title of class), start and end dates of class/classes, day/s classes were held, hours of class time, fee, and a reason for cancellation (if applicable).

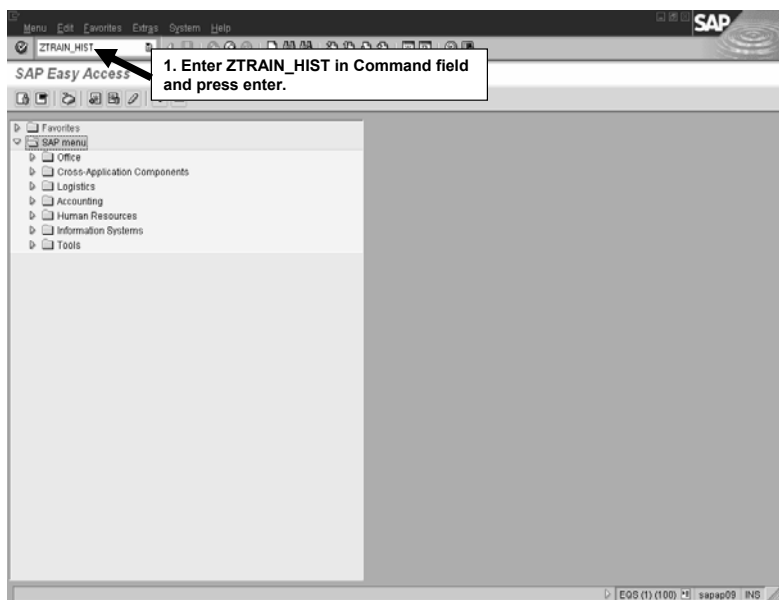To run this report, you will need the role of Agency Training and Events Reporting.

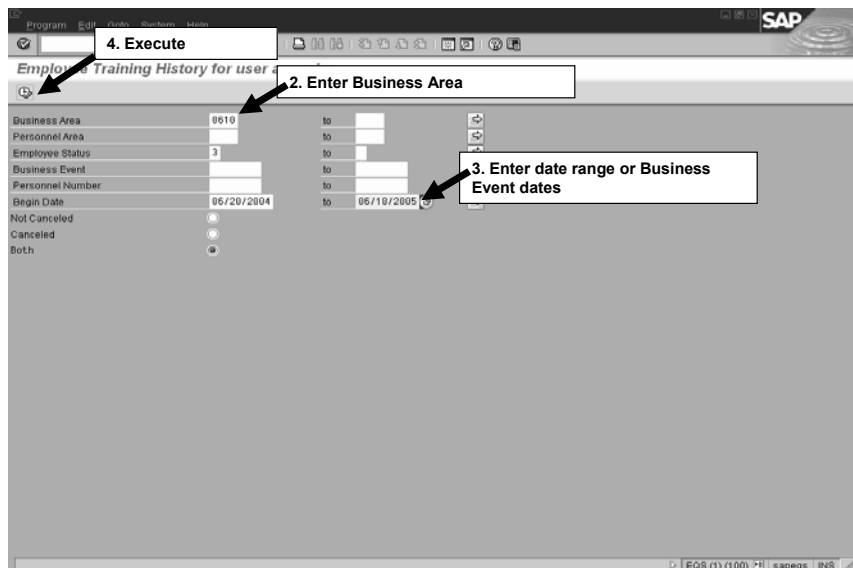# Demonstration

- Run Training Report

Transaction Code: ZTRAIN_HIST

Employee Training History Report, continued

1. Enter ZTRAIN_HIST in Command field and press enter.

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Employee Training History Report, continued

This report can be run by business area, personnel area, business event (class number), or personnel number.

This report may also be run by a date range (example: fiscal year begin date and end date) or begin and end date of the class.

The radio button will default Both, which pulls in both canceled and taken classes per attendee. You may move the radio button to just pull in the canceled or not canceled class.

Employee Training History Report, continued

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Definitions for the information listed on the report are as follows:

Pernr – This field contains the attendee's personnel number. This information is found on IT0000 (Actions).

Student name - This field contains the attendee's name. This information is found on IT0002 (Personal Data).

Business Area – This field contains the attendee's business area. This information is found on IT0001 (Organizational Assignment).

Personnel Area – This field contains the attendee's personnel area. This information is found on IT0001 (Organizational Assignment).

Status – This field contains the attendee's employment status. On the initial screen you can include or exclude by this field. This information is found on IT0000 (Actions).

Class ID – This field contains the business event number. Which is tied to the title of the class. This information is found on IT0024 (Skills).

Begin DT – This field contains the begin date of the business event. This information is found on IT0024 (Skills),

End DT - This field contains the end date of the business event. This information is found on IT0024 (Skills).

Employee Training History Report, continued

Employee Training History for user agencies

Busin..	Perso..	St..	Class ID	Begin DT	End DT	Course Name	Instructor	Days	Hours	Price	Begin TM	End TM	Canceled	Cancel Reason
0610	FA01	3	22131185	10/26/2004	10/29/2004	Number Skills	WIMBERLY WESLEY	4	10.00	60.00	000000	000000	NO	
0610	FA01	3	22131245	11/02/2004	11/02/2004	Stress Management	MOORE JACQUELINE	1	6.00	10.00	000000	000000	NO	
0610	FA01	3	22131351	11/19/2004	11/19/2004	Interpersonal Commun...	WIMBERLY WESLEY	1	6.00	0.00	090000	120000	YES	Unable to Attend
0610	FA01	3	22131523	12/28/2004	12/28/2004	Who Moved My Cheese?	WIMBERLY WESLEY	1	3.00	20.00	000000	000000	YES	Unable to Attend
0610	FA01	3	22131546	12/17/2004	12/17/2004	Time Management	WIMBERLY WESLEY	1	6.00	0.00	090000	120000	YES	Unable to Attend
0610	FA04	3	22130195	08/17/2004	08/17/2004	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA04	3	22131479	12/13/2004	12/13/2004	Time and Leave Lab	HILL DIANE	1	3.00	0.00	083000	113000	NO	
0610	FA03	3	22130309	08/03/2004	08/03/2004	Who Moved My Cheese?	WIMBERLY WESLEY	1	3.00	20.00	000000	000000	NO	
0610	FA02	3	22130785	10/07/2004	10/08/2004	Benefits Administration	IVIE MURRAY RITA	2	14.00	0.00	000000	000000	YES	Unable to Attend
0610	FA01	3	22130195	08/17/2004	08/17/2004	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA01	3	22132536	04/12/2005	04/12/2005	Grievance Handling	KEETON JAMES	1	6.00	20.00	000000	000000	NO	
0610	FA01	3	22132645	04/15/2005	04/15/2005	Interpersonal Commun...	WIMBERLY WESLEY	1	6.00	20.00	090000	120000	NO	
0610	FA01	3	22132996	06/09/2005	06/09/2005	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA01	3	22132536	04/12/2005	04/12/2005	Grievance Handling	KEETON JAMES	1	6.00	20.00	000000	000000	NO	
0610	FA01	3	22132645	04/15/2005	04/15/2005	Interpersonal Commun...	WIMBERLY WESLEY	1	6.00	20.00	090000	120000	NO	
0610	FA01	3	22132996	06/09/2005	06/09/2005	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA01	3	22133069	06/10/2005	06/10/2005	Fish	MOORE JACQUELINE	1	3.00	0.00	000000	000000	YES	Unable to Attend
0610	FA04	3	22131706	02/04/2005	02/04/2005	Adjustment Reasons R...	SCOTT DIANNETTE	1	3.00	0.00	123000	153000	NO	
0610	FA04	3	22132996	06/09/2005	06/09/2005	HR Forum		1	3.50	0.00	000000	000000	YES	Unable to Attend
0610	FA04	3	22130195	08/17/2004	08/17/2004	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA04	3	22132996	06/09/2005	06/09/2005	HR Forum		1	3.50	0.00	000000	000000	NO	
0610	FA01	3	22132072	03/31/2005	04/01/2005	Performance Budgeting...	ORR GWINNETT	2	12.00	0.00	090000	120000	NO	
0610	FA04	3	22131810	02/11/2005	02/11/2005	The Human Element C...	MOORE JACQUELINE	2	13.00	35.00	000000	000000	NO	
0610	FA01	3	22132088	03/31/2005	04/01/2005	Performance Budgeting...	VOLLMAN COLLEEN	2	12.00	0.00	090000	120000	NO	
0610	FA02	3	22132071	03/28/2005	03/29/2005	Performance Budgeting...	ORR GWINNETT	2	12.00	0.00	090000	120000	NO	
0710	HS52	3	22130696	08/25/2004	08/25/2004	Intro to Fund Accountin...	VOLLMAN COLLEEN	1	6.00	0.00	090000	120000	NO	

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Course Name – This field contains the name of the course that was taken by the attendee. This information is found on IT0024 (Skills).

Instructor – This field contains the name of the person who taught the class.

Days – This field contains the amount of days the class was in session.

Hours – This field contains the amount of hours that the class takes place.

Price – This field contains the amount that the class cost the employer/employee. If a fee is not applicable the amount will show as 0.00.

Begin TM - This field contains the begin time of the business event.

End TM - This field contains the end time of the business event.

Canceled – This field reflects whether or not the attendees registration was terminated (Yes) or the class was taken by the attendee (No).

Cancel Reason – This field contains the reason for cancellation, if a reason was provided. The three reasons that may be displayed are: No show, Unable to attend, or Incorrect data entered.